



**Minutes of the  
City Commission for the City of Traverse City**

**Regular Meeting**

**January 19, 2016**

A regular meeting of the City Commission of the City of Traverse City was called to order at the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 7 p.m.

Mayor Jim Carruthers, Mayor Pro Tem Ross Richardson, Brian Haas, Gary Howe, Richard I. Lewis, Amy Shamroe, and Tim Werner.

The following Commissioners were absent: None.

The Pledge of Allegiance was recited.

Mayor Jim Carruthers presided at the meeting.

As requested by Mayor Pro Tem Ross Richardson, Agenda Item 2(f) be removed from the Consent Calendar for individual consideration by the Commission.

As requested by Commissioner Tim Werner, Agenda Item 2(e) be removed from the Consent Calendar for individual consideration by the Commission.

**2. Consent Calendar**

Moved by Richardson, seconded by Shamroe, that the following actions as recommended on the amended Consent Calendar portion of the Agenda be approved:

- a. the minutes of the January 4, 2016, Regular Meeting, and the January 11, 2016, Study Session, be approved.
- b. an amendment to the Traverse City Code of Ordinances, Section 863.17, Civil Infraction, which would align the fee for those violating the ordinance with other ordinance violation fees, which was introduced on January 4,

2016, be enacted with an effective date of January 29, 2016.

- c. the independent auditors report as provided by representatives of Abraham and Gaffney for Fiscal Year 2014-2015, which ended June 30, 2015, be accepted.
- d. the City Manager be authorized to declare Truck #78, a 1995 Ford F450 and Truck #88, a 2001 Ford F350 surplus, and that the City Manager be authorized to issue a purchase order to Signature Ford of Owosso, in the amount of \$115,898.00 for the purchase of two new 2016 Ford F550 Dump Trucks to be used by the Streets Division and the Water Distribution Division with funds available in the Garage Fund.
- e. Removed from the Consent Calendar.
- f. Removed from the Consent Calendar.

CARRIED unanimously.

**Items removed from the Consent Calendar**

a.

Consideration of adopting two resolutions regarding a street vacation request from Grand Traverse Area Catholic Schools and scheduling a public hearing for Tuesday, February 16, 2016.

The following addressed the Commission:

Marty Colburn, City Manager  
Lauren Tribble-Laucht, City Attorney

Moved by Lewis, seconded by Haas, that the Resolution Deeming it Advisable to Vacate a Portion of Vine Street and the Resolution Deeming it Advisable to Vacate a Portion of Second Street, as recommended by the City Planning Commission, be adopted, which schedules a public hearing for final resolution for February 16, 2016, with condition #2 of the resolution to be amended to insert at the end the following words: 'with the costs of such to be borne by the applicant.'

Russ Soyring, City Planning Director

CARRIED unanimously.

b.

Consideration of authorizing a consultant agreement for construction document, construction monitoring and schematic design services associated with creating a weather-protected area for customers and create additional work area for staff at the Hardy Parking Garage.

Timothy Lodge, City Engineer

Lauren Tribble-Laucht, City Attorney

Moved by Werner, seconded by Richardson, that the competitive bidding process be waived and that the Mayor and City Clerk be authorized to execute a Consultant Agreement with Environment Architects in the amount of \$12,830 for professional schematic design services, construction document preparation, bidding assistance, and construction monitoring for the Parking Services Violations Bureau Office Build Out, with funds available in the Parking System Fund, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney.

Rob Bacigalupi, Downtown Development Authority Executive Director

CARRIED unanimously.

### **3. Old Business**

None.

### **4. New Business**

**4(a).**

Consideration of authorizing the letter of agreement for the 2016 and 2017 National Cherry Festival events, outlining their use of city personnel and resources, with final permits to be authorized by the City Clerk.

The following addressed the Commission:

Marty Colburn, City Manager  
Benjamin Marentette, City Clerk

Moved by Haas, seconded by Shamroe, that the Mayor and City Clerk execute the letter of agreement with the National Cherry Festival (NCF) outlining the terms and conditions of NCF's use of City resources in connection with the 2016 and 2017 National Cherry Festival, such agreement subject to approval as to its substance by the City Manager and its form by the City Attorney, with acknowledgement by NCF that they are required to obtain a Parks and Public Land Use Permit from the City Clerk; and finally, that the City Clerk be authorized to issue the related Street Use and Park and Public Land Use Permits.

Trevor Tkach, National Cherry Festival Executive Director  
Rick Buckhalter, 932 Kelley Street – made general comments  
Rob Bacigalupi, Downtown Development Authority Executive Director

CARRIED unanimously.

## **5. Appointments**

### **5(a).**

Consideration of approving the recommendation of a representative from the Parks and Recreation Commission to serve on the Arts Commission.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Richardson, seconded by Howe, that Brooke DiGiacomo be appointed as the Parks and Recreation Commission Representative on the Arts Commission, term expiring September 1, 2017.

CARRIED unanimously.

**5(b).**

Consideration of re-establishing the City Commission Ad hoc Committee regarding Administration of the Garage Fund.

The following addressed the Commission:

Marty Colburn, City Manager

Moved by Haas, seconded by Richardson, that a City Commission Ad Hoc Committee Regarding Administration of the Garage Fund be re-established for an additional six-month term from February 17, 2016 (originally established on February 17, 2015 and re-established on August 17, 2015) to review the administration of the Garage Fund; and that Mayor Pro Tem Richardson, Commissioner Werner and Commissioner Haas be appointed to the Committee, with Mayor Pro Tem Richardson to serve as Chair, with the committee to expire August 17, 2016.

CARRIED unanimously.

**6. Reports and Communications**

The following were received and filed:

- a. Reports, announcements and correspondence from the City Manager.
- b. Announcements from the City Clerk.
- c. Reports, announcements and correspondence from the Mayor and City Commissioners.
- d. Reports and correspondence from other City officials, boards and committees.
  1. Reports from members of the Commission serving on boards.

2. Minutes of the Act 345 Retirement System meeting of October 28, 2015.
  3. Minutes of the United States Coast Guard City Committee meeting of December 3, 2015.
  4. Minutes of the Human Rights Commission meeting of November 9, 2015.
  5. Minutes of the Planning Commission meetings of December 1, 2015 and December 15, 2015.
  6. Minutes of the Joint Planning Commission and Parks and Recreation Commission meeting of December 15, 2015.
  7. Annual Report from the Planning Commission for 2015.
  8. Quarterly Report from the Code Enforcement Officer.
- e. Reports and correspondence from non-City officials.
1. Monthly Operations Report for the Wastewater Treatment Plant from CH2M for December 2015.

## **7. Public Comment**

The following addressed the Commission:

1. Reserved.

None

2. General.

Rick Buckhalter, 932 Kelley Street

3. Mayor and City Commissioners.

Commissioner Amy Shamroe

Mayor Jim Carruthers  
Marty Colburn, City Manager

**8. Adjournment**

There being no objection, Mayor Jim Carruthers declared the meeting adjourned at 8:00 p.m.

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Benjamin Marentette, MMC  
City Clerk

Approved: \_\_\_\_\_, \_\_\_\_\_  
(Date) (Initials)